

Trial Court Collections Program
New Reporting Requirements
Frequently Asked Questions and Answers from SCAO

1. **Q. How was the July due date for the annual reports chosen? Is this date set?**
A. This date was chosen because there are fewer reporting requirements for the courts at this time of the year. Yes, the date is final.
2. **Q. The requirements for circuit court ask for only criminal and civil case types. Does that mean probate and circuit court family division (juvenile) receivables are not to be included?**
A. There are separate reports for circuit court, circuit court family division, and district court. Probate court will not be required to submit these reports.
3. **Q. I don't believe we have receivables in the civil caseload arena. We only have filing fees associated with civil cases. What is the expectation here?**
A. Certain civil cases may have assessments such as contempt costs and attorney fees. These types of assessments should be included in the reports. Civil filing fees should not be included in the reports.
4. **Q. Your documentation lists an assortment of case type codes. Are these to be combined in the summary reports or are we to be capturing detail by these case types?**
A. Individual case types will be combined into the appropriate case type groups reflected in the summary reports. Detail by each individual case type is not necessary.
5. **Q. Are there predefined cash codes that should be used?**
A. No. The cash codes and definitions will be the ones that are already defined in your system for any assessments that the court may be ordering, such as fines, court costs, restitution, crime victims rights, state minimum costs, attorney fees, etc.
6. **Q. What is your definition of "outstanding receivables?" Is the report to include all receivables, including those balances that are not past due?**
A. "Outstanding receivables" are all monies that have been ordered and assessed, but not paid. The report should include all outstanding receivables on the system, whether they are past due or not. If the monies are owed to the court, it is a valid receivable.
7. **Q. Are the days outstanding calculated from the date the assessment was ordered until the date the assessment is paid in full? What if the party is on a payment plan and a partial payment is made?**
A. The days outstanding are always calculated from the date of assessment, regardless of any payments made or any payment plans that may be in place.

8. **Q. Do we report only the balance due and age from the date of assessment?**
A. Yes.
9. **Q. What date should be used to age the receivable? Should each assessment be aged or should all assessments be aged as of a particular date, such as the sentencing date? For example, if attorney fees are assessed early in the case and then other assessments are added at sentencing, should these be aged independently?**
A. Each assessment should be aged from the date it is assessed. In the above example, attorney fees would be aged from the date they were assessed (early in the case) and the other assessments would be aged from the date they were assessed (sentencing).
10. **Q. Are bonds included in receivables?**
A. No.
11. **Q. Is the Payment/Adjustment Distribution of Assessments Report a time-limited report of only the assessments made in 2004? Will we have to submit a second report for assessments made in 2005, and for subsequent year assessments?**
A. This report is required to be submitted for the first time by July 15, 2006, for the years 2004, 2005, and 2006. You will need to run and submit three separate reports. The report for 2004 will reflect the amounts assessed in 2004 and the amount of those 2004 assessments that were collected in 2004, 2005, and the first six months of 2006. The report for 2005 will reflect the amounts assessed in 2005 and the amount of those 2005 assessments that were collected in 2005 and the first six months of 2006. The report for 2006 will reflect the amounts assessed during the first six months of 2006 and the amount of those 2006 assessments that were collected in the first six months of 2006. Each year, the court will add an additional report for the current reporting year, up to a maximum of seven years.
12. **Q. Each year the Payment/Adjustment Distribution of Assessments Report is requested, an additional report will print. In 2006, a separate report will print for each year for 2004, 2005, and 2006. The 2004 report will have data in the 2004, 2005, and 2006 lines. The 2005 report will have data in the 2005 and 2006 lines. The 2006 report will have data in the 2006 line. Is this correct?**
A. Yes.
13. **Q. Are we required to submit these reports in hardcopy (paper) format or electronically?**
A. **THIS REQUIREMENT HAS CHANGED FROM THE PREVIOUS VERSION OF FAQ'S** – You will now be required to submit these reports in hardcopy (paper) format directly to SCAO.

14. **Q. Is it necessary to include cash codes that have no assessment and payment activity?**
A. No. It is not necessary to include cash codes with a \$0 balance.
15. **Q. When an individual is “resentenced,” (for example, as in a probation revocation), how are the adjustments to the original sentence treated? How are changes in the original assessment treated?**
A. Any reduction to the original assessment should be reflected as an adjustment in the year the reduction was ordered. Any increase to the original assessment should be reflected as an assessment in the year the increase was ordered. Two examples follow:
- An individual was sentenced in 2004 and probation was revoked in 2005, and the entire balance due was discharged/waived. The original assessment should be reflected as an assessment in 2004, and the amount discharged/waived should be reflected as an adjustment in 2005.
 - An individual was sentenced in 2004, and the late penalty was added in 2005. The original assessment should be reflected as an assessment in 2004, and the amount of the late penalty should be reflected as an assessment in 2005.
16. **Q. If we have recently implemented a new case management system, are these reports still required?**
A. Yes, the reports are required. However, due to conversion issues, historical data may not be available with the new system implementation. Please provide us with the date of implementation when you submit your reports.
17. **Q. If we are on a manual system, are these reports still required?**
A. No, the reports are not required. However, if time permits, it would be in your best interest to manually create any or all of the reports. In addition, please contact Beth Barber BarberB@courts.mi.gov (517) 373-5895 or Lori DeMember DeMemberL@courts.mi.gov (517) 373-3122 as soon as possible.
18. **Q. What do we do if our system provider is unable to produce the reports?**
A. Please contact Beth Barber BarberB@courts.mi.gov (517) 373-5895 or Lori DeMember DeMemberL@courts.mi.gov (517) 373-3122 as soon as possible.
19. **Q. We are somewhat confused about the calculation of the “Percent of Total” columns on the Payment/Adjustment Distribution of Assessments in __(year)__ report. Can you please clarify how this percentage is calculated?**
A. The total amount assessed percentage will always be 100% and then each “Paid in (year)” or “Adjusted in (year)” percentage is calculated as a percentage of the total amount assessed. Click the “District Court Form” bookmark to the left to access a copy of the district court report using mock numbers that will help clarify how the percentages are calculated. This same method will also be used in calculating percentages for circuit and family division courts.

District Court
Payment/Adjustment Distribution of Assessments in 2004
by Case Type and Payment/Adjustment Year

	Parking	Percent of Total	Civil Infractions	Percent of Total	Misdemeanor Traffic and Drunk Driving	Percent of Total	Misdemeanors	Percent of Total	Grand Total	Percent of Grand Total
Total Amount Assessed	10,000.00	100.00%	15,000.00	100.00%	20,000.00	100.00%	25,000.00	100.00%	70,000.00	100.00%
Paid in 2004	6,000.00	60.00%	7,650.00	51.00%	8,275.00	41.38%	12,225.00	48.90%	34,150.00	48.79%
Adjusted in 2004	150.00	1.50%	225.00	1.50%	725.00	3.63%	1,925.00	7.70%	3,025.00	4.32%
Paid in 2005	1,000.00	10.00%	2,250.00	15.00%	3,750.00	18.75%	3,455.00	13.82%	10,455.00	14.94%
Adjusted in 2005	100.00	1.00%	195.00	1.30%	425.00	2.13%	1,922.00	7.69%	2,642.00	3.77%
Paid in 2006	500.00	5.00%	1,000.00	6.67%	2,795.00	13.98%	1,900.00	7.60%	6,195.00	8.85%
Adjusted in 2006	75.00	0.75%	100.00	0.67%	555.00	2.78%	375.00	1.50%	1,105.00	1.58%
Paid in 2007										
Adjusted in 2007										
Paid in 2008										
Adjusted in 2008										
Paid in 2009										
Adjusted in 2009										
Paid in 2010										
Adjusted in 2010										
Total Outstanding	2,175.00	21.75%	3,580.00	23.87%	3,475.00	17.38%	3,198.00	12.79%	12,428.00	17.75%

Summary

	Parking	Percent of Total	Civil Infractions	Percent of Total	Misdemeanor Traffic and Drunk Driving	Percent of Total	Misdemeanors	Percent of Total	Grand Total	Percent of Grand Total
Total Assessed	10,000.00	100.00%	15,000.00	100.00%	20,000.00	100.00%	25,000.00	100.00%	70,000.00	100.00%
Less: Total Paid - All Years	7,500.00	75.00%	10,900.00	72.67%	14,820.00	74.10%	17,580.00	70.32%	50,800.00	72.57%
Less: Total Adjusted - All Years	325.00	3.25%	520.00	3.47%	1,705.00	8.53%	4,222.00	16.89%	6,772.00	9.67%
Total Outstanding	2,175.00	21.75%	3,580.00	23.87%	3,475.00	17.38%	3,198.00	12.79%	12,428.00	17.75%